



## **CHAPTER POLICIES AND AGREEMENT FLORIDA ASSOCIATION FOR PLAY THERAPY, INC.**

### **I. CHAPTER CERTIFICATION**

The following steps are required to certify chapters:

- A. Chapter seeking certification shall submit:
  - 1. A letter of intent to the Florida Association for Play Therapy (FAPT)
  - 2. A description of the geographical area to be served
  - 3. A list of interim officers, including President, Vice President, and Secretary/Treasurer
  - 4. A signed agreement by these interim officers to observe FAPT chapter policies
- B. FAPT will review these materials for approval.
- C. FAPT will send a certificate to the chapter interim president upon approving the chapter.

### **II. CHAPTER MEMBERSHIP**

- A. APT/FAPT members in a chapter's area will automatically become chapter members
- B. Persons seeking chapter membership must first become APT/FAPT members

### **III. CHAPTER OFFICERS**

Chapters will be required to have at least three (3) officers. All officers must be APT/FAPT members and reside or practice in that chapter's region:

- A. *President*: Coordinates chapter functions and serves as branch liaison. One year term.
- B. *Vice President*: Assists the president, coordinates chapter officer nominations and elections, and oversees continuing education (CEs) offered by the chapter. One year term.
- C. *Secretary Treasurer*: Manages chapter finances, forwards any monies acquired by chapter to the FAPT Treasurer for deposit in official FAPT bank account, and records/keeps CE records. One year term.

### **IV. CHAPTER OFFICERS ELECTIONS**

- A. An announcement will be published requesting nominations for chapter President, Vice President, and Secretary/Treasurer.
- B. Chapter members will be asked to provide nominations to the FAPT Nominations and Elections Committee Chair by the deadline specified in the announcement requesting nominations.
- C. *Voting Procedures*: The names of the two (2) nominees receiving the highest number of nominations for each office and agreeing to serve if elected shall be placed on the election ballot which shall be mailed to the voting membership of the chapter. Each

chapter member is entitled to cast one (1) vote for each officer position.

- D. Vote Tally: The candidate receiving the higher number of votes for each office shall be elected.
- E. Announcements of Election Results: The candidates shall be informed as to their election status at least ten (10) days prior to the installation date of elected officers. Officers shall be installed at the annual meeting of FAPT.
- F. Record-keeping of Election Results: All ballots, envelopes, and tally sheets shall be sealed, filed, and held secure by the branch secretary for one year.

## **V. CHAPTER FINANCES**

- A. There will be no chapter dues.
- B. Chapters will have no bank accounts.
- C. All chapter expenditures must be pre-authorized by the FAPT President and Treasurer for expenditures of \$1000 or less and the FAPT Board of Directors for expenditures over \$1000.

## **VI. PLAY THERAPY CONTINUING EDUCATION (CE) REGULATIONS**

- A. Chapters will be encouraged to provide local play therapy trainings, for a total of at least three (3) hours per year.
- B. Chapters must submit training proposals for CEs to FAPT's CE Committee at least six (6) weeks prior to the proposed training.
- C. Chapters will be responsible for accumulating and organizing all CE records in accordance with FAPT procedures and for providing these original documents to the CE Committee within one (1) week of the completion of training. Failure to produce these documents in a complete and timely fashion will result in the delay of the CE Committee producing CE certificates for attendees.
- D. CE processing fees, if such fees are instituted, must be paid by individuals attending trainings.
- E. Chapter trainings will be advertised to FAPT members via different modes of communication as soon as approval is granted by CE committee.
- F. All FAPT members may attend trainings offered by all chapters.
- G. When FAPT is not able to fund the functions of chapters, chapters will be expected to offer trainings with volunteer speakers at free sites.
- H. When financially able, and based on pre-authorized budget provided by FAPT to chapters, FAPT will front the money for chapters to advertise trainings to non-FAPT mental health providers in their communities. Chapters will charge training attendance fees to non-FAPT members to make up these advertising costs. Any loss or profit will belong to FAPT.
- I. When financially able, and based on a pre-authorized budget provided by FAPT to chapters, FAPT may front the money for chapters to pay for training sites and/or for

speakers. FAPT will ask chapters to charge non-FAPT members to offset these costs. FAPT may also ask chapters to charge training admittance fees to FAPT members to help offset these costs. Any loss or profit will belong to FAPT.

## **VII. PLAY THERAPY SUPERVISION**

- A. Chapter members are encouraged to establish supervision, co-supervision, and case consultation groups and may advertise these via different modes of communication with FAPT, but such groups shall not be FAPT functions, and FAPT does not endorse the opinions expressed in such groups.
- B. FAPT will advertise free supervision/consultations by FAPT members via different modes of communication at no cost.

## **VIII. FAPT CONFERENCE**

- A. Upon agreement between FAPT and local chapters, local chapters will be encouraged to co-sponsor FAPT play therapy conferences in the chapter's region.

## **IX. CHAPTER MEETINGS**

- A. Chapters may have meetings of their membership concerning chapter functions.
- B. Meetings would likely occur before or after trainings provided by chapters.
- C. Chapter meetings will be advertised via different modes of communication at no cost. Chapters must submit information in a timely manner to FAPT President.

## **X. CHAPTER NEWS RELEASE AND PUBLICATIONS**

- A. All chapter news releases and publications must be pre-approved by the FAPT Executive Committee.

## **XI. COMMUNITY OUTREACH**

- A. Upon approval of FAPT's CE committee, chapters may provide education and outreach to other mental health professionals and people in the local community about play therapy.

## **XII. COMPLIANCE WITH FAPT BRANCH BYLAWS**

- A. Chapters must comply with branch bylaws.

## **XIII. CHAPTER RE-CERTIFICATION**

- A. FAPT's Executive Committee will review chapter policies and agreement form and revise as necessary to continue chapter compliance with branch bylaws and other policies and procedures put in place by the FAPT Board of Directors. Chapters will be required to sign revised form for agreement of compliance and re- certification of Chapter by FAPT.

## **XIV. DISSOLUTION OF CHAPTER**

- A. FAPT reserves the right to de-certify chapter for any reason by the FAPT Board of Directors vote.

## **XV. GEORGRAPHICAL AREA**

- A. The geographical area that shall be served by this chapter will include:

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## **XVI.AFFILIATION**

- A. The \_\_\_\_\_ Chapter of the Florida Association for Play Therapy, Inc. (FAPT) is a subsidiary chapter of the FAPT, the Florida state branch of the Association for Play Therapy, Inc. (APT), and shall conduct its affairs in compliance with the bylaws of APT and FAPT.

## **XVII.AGREEMENT TO COMPLY WITH CHAPTER POLICIES**

- A. The following officers have read and agree to comply with these chapter policies and FAPT's branch bylaws:

_____ President	_____ Signature	_____ Date
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_____ Vice President	_____ Signature	_____ Date
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_____ Secretary/Treasure	_____ Signature	_____ Date
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